

Grants for Arts Projects Application

Access to Artistic Excellence

Application Checklist

OMB No. 3135-0112
Expires 11/30/2007

For your application to be considered complete, all items must be included in your application package, which must be postmarked no later than the deadline date under which you are applying (see the Application Calendar for your discipline). Applications that are determined to be incomplete will be returned. Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

- ☐ **1. Self-addressed postcard (optional).**
- ☐ **2. Internal Revenue Service letter that reflects the applicant's current 501(c)(3) status** and legal organization name, or the official document that identifies the applicant as a unit of state or local government, or as a federally recognized tribal community or tribe (two copies). *This documentation is required to demonstrate your eligibility and must be submitted with each application to the Arts Endowment.*
 - ☐ Local arts agencies applying for subgranting projects also must include a copy of the city/county ordinance, resolution, charter, or contract that assigns them the authority to operate on their local government's behalf (one copy).
 - ☐ For a lead applicant that applies on behalf of a consortium, submit documentation for your primary consortium partner (one copy).
- ☐ **3. A statement about your organization** (two copies).
- ☐ **4. A selective representative list of your organization's programming or activities** for the following years: 2003-04, 2004-05, 2005-06 (two copies).
- ☐ **5. A narrative** that provides details of your project (two copies).
- ☐ **6. The following Application Forms** (one set with original signatures and two copies):
 - ☐ Basic Information (Part 1 and Part 2)
 - ☐ Project Budget (Part 1 and Part 2)
 - ☐ Financial Information
 - ☐ Organization & Project Profile (four pages)
- ☐ **7. Biographies** of the key project personnel (two copies).
 - ☐ If your project involves highly technical professionals, **resumes** (two copies).
 - ☐ For a parent organization that applies on behalf of an eligible component, a **list of key staff** of the component unit, describing any overlaps in staffing with the parent organization (two copies).
- ☐ **8. A list of current board members** (two copies).
 - ☐ For a parent organization that applies on behalf of an eligible component, a **list of board/advisory group members** for the component and for the parent organization (two copies).
 - ☐ For a lead applicant that applies on behalf of a consortium, a **list of current board members** for your primary consortium partner (two copies).
- ☐ **9. If your application is for a consortium project, the Consortium Partner Information form** for your one primary partner (two copies).
- ☐ **10. Sample programs, brochures, calendars, catalogues, or other promotional material** for the previous and current seasons (two copies).
 - ☐ For a parent organization that applies on behalf of an eligible component, **brochures or other printed material** that document the identity of the component as distinct from the parent organization (two copies).

Special Requirements. Your application package must include work samples and/or other required material that can demonstrate artistic excellence and merit, and enhance the panel's understanding of your application and your organization's ability to carry out the project. The specific types of material, number of copies, etc., depend on the field/discipline of your project.

Submit your application electronically through Grants.gov or send your application package to:

Application Processing, Room 815
Field or Discipline under which you are applying
Access to Artistic Excellence
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001